

SENIOR PAYROLL TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in providing technical assistance and guidance in the maintenance and processing of payroll records and reports for accounting of salary/wages due, accruals, deductions and other payroll functions; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Reviews, analyzes and checks payroll reports for accuracy and makes necessary adjustments or corrections through journal entries or other established procedures; reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate input errors; performs verification and reconciliation activities; maintains a variety of records pertinent to payroll processes or procedures.

Completes appropriate forms to adjust wage/salary account funds or to correct a special situation; researches, analyzes and resolves difficult or technical problems or questions; compiles and analyzes payroll data, makes recommendations and determinations and prepares related reports; coordinates and interacts with appropriate agencies on issues pertaining to employee compensation and deductions; compiles financial, tax and payroll reports for both internal and external purposes and submits to appropriate management level for approval.

Prepares difficult adjustments involving extensive records searches to establish a correct database, traces discrepancies that occur, compiles numerical and statistical information for report purposes; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the payroll system.

Designs, develops and implements payroll forms; develops materials and information and conducts presentation on payroll procedures and processes; provides technical assistance and training on various issues pertaining to the Human Resources Information System (HRIS) to other technicians; coordinates and generates reports; may assign and review work of subordinates.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of payroll principles, practices, regulations and procedures.

Knowledge of bookkeeping practices and principles.

Knowledge of public relations/customer service principles, practices and techniques.

Skill in preparing and maintaining accurate payroll records, reports and files.

Skill in applying judgment in the release of confidential information.

Skill in understanding and following oral and written directions.

Skill in utilizing computer databases to research, maintain and update payroll records and files.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED, supplemented by college courses in bookkeeping or accounting; and five (5) years of responsible payroll, bookkeeping and accounting experience.

THE NAVAJO NATION

Class Code: 1527
Financial Management and Control Series
Financial Support Group
Overtime Code: Non-Exempt
Pay Grade: 61

SENIOR PAYROLL TECHNICIAN

PREFERRED QUALIFICATIONS:

- College courses in Accounting, Business Administration or closely related field.
- Associate's degree in Accounting, Business Administration or closely related field;
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.